

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

December 22, 2005

MEMORANDUM**WHAT'S INSIDE:**

- **Research
Protections and
Data Request**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: RESEARCH PROTECTIONS AND DATA REQUEST

DISCUSSION:

The purpose of this memorandum is to introduce the Research Protections and Data Request policy to the Child Welfare Manual, which has been placed in [Section 8, Chapter 3](#). This chapter outlines the policies and procedures for research proposals and data requests from the Division and is in accordance to COA standard G1.7.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All staff should read [Section 8, Chapter 3](#) in the Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
Alicia Jenkins, PDS
573-751-0311
Alicia.Jenkins@dss.mo.gov

PROGRAM MANAGER:
Kathryn Sapp
573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

[Section 8, Chapter 3](#)

Research Protections and Data Requests

RELATED STATUTE:

N/A

ADMINISTRATIVE RULES:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

[G1.7](#)

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A

RELATED LINKS:

N/A

PN/AJ